



**STATE OF TENNESSEE**  
**BOARD OF PAROLE**  
**404 JAMES ROBERTSON PARKWAY, SUITE 1300**  
**NASHVILLE, TENNESSEE 37243-0850**  
**(615) 741-1150**

**ANNOUNCEMENT: Attorney 2 for the Tennessee Board of Parole - Nashville**

The Tennessee Board of Parole is seeking a highly qualified and motivated individual to serve as an Attorney 2 in the Board's Central Office in Nashville. This Executive Appointment position is a pay grade ESPP 110 with a monthly pay range starting at \$4,079, annual salary starting at \$48,948. The starting salary offered to the appointee will be dependent upon the individual's education and experience.

The Board of Parole is an independent agency of the State of Tennessee. It is composed of seven members who are appointed by the Governor. By statute, the Board has the authority to parole eligible offenders who have served a certain percentage of their sentences. It also has the authority to revoke parole privileges if offenders do not comply with supervision rules and standards set forth for them upon their release. Additionally, the Board considers requests for executive clemency and makes recommendations on those requests to the Governor.

The Attorney 2 is responsible for providing legal advice to Hearing Officials regarding procedural issues that may arise in the conduct of hearings; reviewing hearing files and appeals to ensure they comply with Board statute, rules and policies; reviewing policies, manuals and forms to ensure they conform with current law; researching statutes, laws, and current case decisions and providing legal assistance; preparing and reviewing contracts and legal agreements; evaluating proposed legislative bills and fiscal notes during legislative session; and reviewing all exoneration applications and case files where formal clemency hearings are granted by the Board.

Additionally, this position provides legal education to staff; attends conferences, seminars, training sessions, and staff meetings; liaises with the Office of Attorney General on litigation filed against the Agency including investigating the issues, preparing records, drafts memos and discovery responses; renders advice to staff on pending disciplinary actions and represents the Board at disciplinary hearings; and serves as acting General Counsel in the absence of General Counsel.

Qualified candidates for this position must be licensed and in good standing to practice law in the State of Tennessee. The successful candidate must have at least one year of professional full-time experience in the practice of law and possess excellent writing and analytical skills. All employees of the Board of Parole are expected to be of good moral character. A criminal history records request will be completed for any candidate receiving an offer of employment with the Board.

Pursuant to the State of Tennessee's policy of non-discrimination, the Board of Parole does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age disability, military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Submit a complete and up to date resume along with a writing sample to the attention of: [Randi.Tarpy@tn.gov](mailto:Randi.Tarpy@tn.gov) no later than close of business on **September 25, 2015**. All resumes will be reviewed and screened and interview appointments will be set with selected candidates. No phone calls please.

**Applications cannot be submitted to the Department of Human Resources on NEOGOV for Executive Service job postings.**